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**Job Title:**  Insolvency Administrator

**Location:** Derry

**Hours:** 37 hours per week (no evenings or weekend shifts required)

**Salary:** £15,400 (£8/hour equivalent)

**Contract:** Permanent (pending 6mnths probation)

**Duties:**

* Preparation of statutory reports.
* Maintenance of computer based case management records (In-house system)
* Dealing with telephone queries
* Carry out other related or ancillary duties that may be required to progress case management.

**Qualifications/ Experience and skills required**

* Applicants must have at least 2 years experience within an office administration role or be able to show that they possess skills transferable to this type of role.
* The successful candidate will be able to demonstrate at interview; a proven ability to work under pressure in a busy office environment
* IT literacy and excellent telephone communication skills are necessities for the post.
* Experience in dealing with client’s in difficult circumstances either financial or other, knowledge of how to carry out income & expenditures or working with clients on payment restructuring are desirable criteria.

**Application Method:**

Application forms can be downloaded from **careers** section at [www.mccambridgeduffy.com](http://www.mccambridgeduffy.com)

Or

collected from the front office reception desk at the following address: McCambridge Duffy, Insolvency Practitioners, 35 Templemore Business Park, Londonderry BT48 0LD.

Completed application forms should be returned via email to humanresources@mccambridgeduffy.com or posted/ hand delivered to HR Department, McCambridge Duffy, Templemore Business Park, Northland Road, Derry, BT48 OLD

Closing date for applications- 21st January 2019

We are an equal opportunities employer